



Job Purpose: Under direct supervision of warehouse officer, to carry out the day to day maintenance of the warehouse premises, its service and grounds in order to ensure the warehouse is maintained in a safe and efficient functional order.

A. FUNCTIONAL LINKS

Internal:

- Supervise by the warehouse officer
- Assisting logistician, drivers and program staff
- Working alongside logisticians, procurement officers and other Medair staff

External:

- Suppliers, Contractors and other visitors to the warehouse

B. Key Responsibilities.

Main responsibilities:

- Assist as required with loading/offloading of deliveries to final destinations
- Assist with the erection and dismantling of temporary structures such as shelves and racks as required
- Monitor litter bins regularly, emptying when necessary
- Any other duties as required
- The post holder may be required to perform duties other than those given in the job description for the post.
- The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed

C. General:

- Other tasks delegated by the Warehouse Officer or Warehouse Manager.

Person Specifications

Essential

- Basic Level of Education – Primary Level
- One year of work experience in stock management or logistics preferably in an NGO/INGO setting
- Good written and spoken English
- Basic computer knowledge
- Willing to learn and improve computer knowledge

Desirable

- Secondary School Level Education completed or Secondary or tertiary Level
- Experience working in a busy warehouse.
- Previous experience working with a similar organization
- Fluent spoken Arabic

Applications deadline: **14th April 2020.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications for this position as outlined above **to: Recruitment Human Resources Department Medair South Sudan and drop it in Medair application Box - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org